



NORTH CAROLINA AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



POSITION AND DUTY MOS: Supervisory Electronics Technician D1879000 3D1XX PSN #:0070517334 Fenced Position	RANK/GRADE: CMSgt/E-9	<input checked="" type="checkbox"/> NATIONWIDE <input type="checkbox"/> NCANG MEMBERS ONLY	ANNOUNCEMENT #: ANG-AGR 2014-02
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UNIT, LOCATION, POC:

235th ATCS, New London, NC

OPENS: 15 January 2014

CLOSES: 12 February 2014

POC: Lt Col Thomas S. Simpson thomas.simpson.1@ang.af.mil

704.422.4124 DSN: 231.

POSITION DESCRIPTION: Directs the work of the Airfield Systems Flight and is accountable to the commander for the success in supporting the unit mission. Plans, organizes, staffs, directs and controls the maintenance effort and is solely responsible to the commander for accomplishing the air traffic control Airfield Systems mission. Follows published maintenance management guidance for managing safe and reliable ATCALS by implementation of the policies and procedures contained in USAF, FAA and ANG guiding directives. Communicates directly with the major command functional management concerning maintenance of air traffic control facilities and the program supporting them. Makes personal contacts and frequent visits throughout the Flight to ensure the efficient use of resources to meet mission requirements within specified time frames. Manages the overall communications-electronics maintenance program within the unit. Provides proper guidance, policy and direction of the Airfield Systems Flight. Ensure effective training programs, to include technician evaluation and required certification programs are established and in compliance with directives. Attends unit, flight and wing conferences/meetings. Establishes close working relationships with base support activities and makes periodic visits to supporting activities such as the Base Communications Squadron, Precision Measurement Equipment Laboratory, Supply, and base Civil Engineering. Develops goals and objectives that integrate with organization and flying mission objectives. Establishes, revises, or reviews policies, procedures, mission objectives, and organization design, as necessary to eliminate work problems or barriers to mission accomplishment. Exercises supervisory personnel management responsibilities. Directs, coordinates, and oversees work through subordinate Airfield Systems Flight personnel. Advises personnel regarding policies, procedures, and directives of higher level management or headquarters and directs and oversees assignments and work based on priorities and deadlines. Assures mission requirements are met. Ensures civilian personnel are managed according to applicable guidance and directives. Selects candidates for subordinate positions and taking into consideration skills and qualifications, mission requirements and diversity objectives. Explains performance expectations to employees, provides regular feedback on strengths and weaknesses, and holds personnel responsible for satisfactory completion of work assignments. Appraises performance of subordinates. Recommends awards for assigned personnel and changes in position classification to higher level managers. Initiates action to correct performance of employees and takes corrective actions as necessary. Ensures documentation prepared to support actions is proper and complete. Reviews developmental needs of subordinates. Encourages self-development and advises personnel in advance of performance expectations. Approves leave for and ensures adequate coverage in organization through peak workloads and traditional holiday vacation time. Demonstrates sensitivity to ideas of subordinates. Ensures actions taken to promote an environment in which employees are empowered to participate in and contribute to effective mission accomplishment. Recognizes and takes appropriate action to correct situations posing a threat to the health or safety of subordinates. Applies diversity principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination. Ensures proper and complete administration of on-the-job training programs for personnel in accordance with applicable guidelines and directives. Ensures workforce is well trained, properly certified as ATCALS technicians, and knowledgeable and proficient to comply with equipment certification responsibilities. Ensures personnel are fully trained in all aspects of job-related safety, equipment safety, personal safety and security directives. Explains classification determinations to subordinate employees. Interfaces with and provides expert technical advice and guidance to commanders, higher headquarters, system engineers and associated government agencies on complex ATCALS equipment maintenance and support issues. Works closely with the Airfield Manager, Airfield Operations Flight Commander, Federal Aviation Administration, Airfield Systems Customer Support Team, and other key command, wing and base level commanders and operations management personnel to ensure mission requirements are met with no adverse impact. Represents the Airfield Systems Flight at Operations Support Squadron, Airfield Operations Board, and other appropriate forums or meetings. Provides professional guidance and information to board members on applicable airfield, air traffic control, and communications-electronics maintenance issues and participates with management making decisions affecting those areas. Provides guidance and advises unit commander and other base or wing level commanders on issues related to assigned airfield equipment, flight inspection requirements, equipment restoration, and other air traffic control equipment related issues. Prepares, plans, support agreements, staff summary sheets, written reports and recommendations to senior leadership concerning equipment issues, problems, base support, and other limiting factors. Develops and publishes organizational level operating instructions as appropriate to assign responsibilities and delineate requirements for equipment operation, accountability, and maintenance. Directs and implements changes to maintenance practices and policies on the basis of sound management practices and guidance from governing directives. Participates in special projects and initiatives and performs special assignments. Identifies the need for special projects and initiates milestones and goals. Evaluates reports by analyzing facts and performing appropriate research and prepares detailed responses. Determines appropriate recommendations for unresolved or questionable problems and performs follow-up. Researches and determines or recommends appropriate actions or interpretation of issues that impact organization, installation, command, or agency. Manages manpower, budget, logistic support, administrative, training, and vehicle resources related to the Airfield Systems Flight. Maintains and manages assigned systems and equipment in proper condition and configuration. Recognizes the extent of the maintenance capability when planning to meet mission requirements. Requests temporary help thorough headquarters special maintenance teams, customer support team or other formal requests when mission

dictates. Ensure suitable tools, test equipment, transportation, are on hand to enable effective and efficient maintenance practices. Ensure preventative maintenance schedules, and training programs which result in adequate task coverage, are developed and implemented for ATCALS equipment. Supports and ensures the Airfield Systems Flight adheres to and efficiency complies with the ANG Communications Standardization and Evaluation Program (CSEP) and other relevant USAF and ANG guidance. Manages and directs administrative and documentation issues related to the Airfield Systems Flight. Follows and implements the guidance published in applicable maintenance directives for appropriate Category of maintenance facilities. Publishes local preventive maintenance inspection (PMI) procedures and maintenance operating instructions (MOI) as necessary to delineate responsibilities throughout the flight. Ensures all Integrated Maintenance Documentation System (IMDS) or equivalent maintenance documentation system, requirements are met. Ensures engineering and installation project packages are reviewed for validity and feasibility of requirements. Ensures completeness, timeliness, and accuracy of technical documentation, records, and files to include official correspondence, personnel performance reports, technical reports, equipment maintenance documentation, equipment historical records, inter-office and inter-unit communications, and correspondence to base and command headquarters elements and all other required documentation. Ensures completeness, currency, accuracy, and compliance with Air Force and ANG standards on official communications and documentation. Ensures availability, applicability, currency, and use of all appropriate administrative and technical data and directives required to maintain assigned systems. Ensures administrative and technical data is maintained in accordance with applicable directives. Ensures a safe and healthy work environment for assigned personnel in accordance with all applicable safety standards and directives. Establishes effective safety and radiation protection practices throughout the flight. Ensures personnel are properly trained on required safety practices, job hazards, personal protective equipment usage, and hazardous materials management. Ensures availability and use of appropriate safety equipment and strict enforcement of all applicable safety programs. Ensures availability, proper care, and accountability of all required safety equipment. Ensures periodic safety briefings and meetings are conducted to inform personnel of the latest safety requirements, issues, news, and trends. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: Must meet the physical qualifications outlined in AFI 48-123, as appropriate. Must comply with the military duty eligibility requirements IAW ANGI 36-101. Knowledge is mandatory of: electronics principles theory and its application to voice, data, video client devices and network infrastructure systems, ground radar, radio, meteorological, navigation, satellite, intrusion detection, space systems, telemetry, microwave, and cryptographic communications facilities, systems, and equipment; their interoperability; the communications and computer elements of a typical air base; and interpretation of wiring and logic diagrams, blueprints, and technical orders. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSC 3D190/3D100, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*, is mandatory.

NOTE: Military Grade Inversion: The military structure is preeminent over the full-time structure and military grade inversion within the full-time work force is not permitted. The military grade of the supervisor must equal or exceed the military grade of personnel supervised.

Application Packages must include the following:

- (1) NGB Form 34-1
- (2) A copy of your current (last 12 months) "passing" Physical Training Assessment Sheet. Must have a passing PT Assessment before starting tour.
- (3) Current Report of Individual Person (RIP) (all pages) (Obtain from vMPF)
- (4) ASVAB Scores and PULHES: Must comply with ASVAB and PULHES criteria as listed in AFECDC.
- (5) Dental Classification: 1 or 2 (Obtain SF 603A from 145 MDG)
- (6) Must have adjudicated Security Clearance before starting tour.
- (7) Submit as one attachment.

PLEASE READ DISCLAIMER: You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "Not Qualified" because of lack of information. HRO is not responsible for incomplete packets. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents.

EMAIL APPLICATIONS TO: 145fss.fulltimejobapplications@ang.af.mil Applications must be received not later than 1600 hours (EST) on the closing date of the announcement. Applications received after the closing date/time will not be accepted. Applications must not be mailed using government-supplied envelopes or postage.

THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation.